

York Natural Environment Trust Ltd (YNET)

Privacy Notice

Introduction

YNET's aim is to conserve, protect and enhance the natural environment of York. YNET is a registered Charity and, as such, is regulated by the Charity Commission.

YNET is run by a board of Trustees, all of whom are also members of YNET.

The charity collects personal information from members, donors and other interested parties in order for YNET's work to be effective.

The Policy

1. Reasons for keeping data:

- To fulfil legal and constitutional requirements for running the charity.
- To keep all who support YNET informed and up to date, through agendas, minutes and invitations to events.
- To ensure sound financial practice regarding donations to YNET.

2. Types of data kept:

Names, addresses and details of how to contact the individual, amounts and dates of donations, membership dues, standing order authorisations, and (for Trustees only) dates of birth.

3. Storage of information.

YNET trustees take on specific officer roles – treasurer, membership secretary, chairperson etc. There are procedures allocated to each role and data protection is included there. The trustees appoint one of them to be the Data Controller.

Data are stored in password protected files, and paper documents are stored securely by the officer concerned. Officers are informed about how to minimise the risk of loss of hardware such as laptops and data sticks.

The information that YNET stores is not believed to fall in to the category of 'sensitive'.

Anyone providing data to YNET has the contact details to use if they want to either check what is held about them or to alter or withdraw data retained.

YNET does not pass information on to other people or bodies without the individual's consent, unless it is a legal or regulatory requirement to do so.

4. Consent to receiving communications from YNET.

For individuals to receive a newsletter and updates, invitations to events, and fundraising appeals they must consent to receive them by opting in for each of those three specifically. Normally communication will be by email but will be by post on request.

Consent can be withdrawn at any time by emailing YNET or writing to the official address.

5. Security of data

The personal information that YNET stores is kept in password-protected computer files and stored securely when in paper format. YNET never passes such information on to third parties for publicity or fundraising purposes. Anyone can ask to stop hearing from YNET (except for members' notices about general meetings etc), and may ask for data to be deleted (apart from that legally required).

6. Accuracy of data

YNET makes every effort to store information exactly as given by the individual, and to keep it updated in a timely manner. The YNET Trustees who are responsible for data processing meet regularly to check the records kept, and amend any discrepancies. Anyone whose data is stored by YNET may ask to be told what information is held by them. YNET will carry this out within one month.

7. Removal of data

Some data cannot be deleted because it must be kept for legal reasons such as to meet the requirements of the Charity Commission and HMRC. Apart from this, anyone who has provided data may ask for it to be removed. YNET will carry this out within one month.

Where consent has been given to receive newsletters and invitations YNET assumes this to last indefinitely unless told otherwise.

8. Data breaches.

YNET takes the safeguarding of data very seriously, and acts to protect data from loss whether by accident or criminal activity. If a breach occurs, where data is accessed or could be accessed by a party not allowed access, The Data Controller, on behalf of YNET, will report the incident as required by the GDPR regulations, within 72 hours. The breach will also be reported to the Charity Commission if it may be classed as a significant incident.

9. Adoption and revision of this policy

This policy was adopted by the Trustees of YNET on 1st May 2018 and is reviewed annually.